



Creating a Site

1. **Navigate** *to the site* where the subsite will be created
2. **Click** *View All Site Content*
3. **Click** *Create*
4. **Click** *Sites and Workspaces*
5. **Enter** *Title and Description*
6. **Enter** *URL* for your site
7. **Select** *Permissions* for your site
8. **Select** *Navigation Inheritance*
9. **Determine** *Site Categories*
10. **Click** *Create*



Navigating a Site

- Navigating to your site
 - From home page, Click Units Tab
 - Click View All Site Content
 - Expand Main Site
 - Click on Subsite to Navigate to
 - Recommend book marking your sites
- View All Site Content
 - This allows you to navigate to the various components of your site



Navigating to a Unit Site

1. Navigate to <https://author.marines.mil>

2. Click *Drop Down* by Units

A screenshot of the Marines website navigation menu. The header includes the tagline "THE FEW. THE PROUD." and a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Corps. The "Units" link is highlighted with a red box, and a red arrow points to its dropdown menu. The dropdown menu contains two items: "Unit Directory" and "Headquarters Marine Corps". The "Unit Directory" item is also highlighted with a red box, and a red arrow points to it. A third red box highlights the "Unit Directory" item in the dropdown menu, with a red arrow pointing to it from a yellow box containing the text "3. Click Unit Directory". The main content area of the page shows a "MARINESTV" video player with a video titled "MARINES" and a description: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam euismod, purus met, consectetur." The video player also shows a progress bar and a timestamp of 01:02:03. The video thumbnail shows four Marines in camouflage uniforms, one of whom is cutting a cake that says "GULF WAR".

3. Click *Unit Directory*



Navigating to a Unit Site

4. You can navigate to a Unit down two paths:
View All Site Content or Unit Directory

The screenshot shows the Marine Corps website with the following navigation elements:

- Top Navigation Bar:** Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community
- Left Sidebar:**
 - View All Site Content
 - Unit Directory** (highlighted with a red box)
 - Headquarters Marine Corps
- Main Content Area:**

Unit Directory

Unit Type	Location	Alphabetically
• Artillery	• Afghanistan	• A-G
• Aviation	• Africa	• H-N
• Bases and Stations	• Arizona	• O-T
• Detachments	• California	• U-Z
• Divisions	• District of Columbia	• 0-9
• Expeditionary Units	• Europe	
• Headquarters Agency	• Florida	
• Infantry Units	• Georgia	
• Marine Logistics Group	• Hawaii	
• Marine Forces	• Iraq	
• Recruiting Districts	• Japan	
• Reserves	• Kentucky	
• Training/Schools	• Korea	
• Other Elements	• Louisiana	
	• Maryland	
	• Missouri	
	• Nebraska	
	• New York	
	• North Carolina	
	• Oklahoma	
	• Rhode Island	
	• South Carolina	
	• Texas	
	• Virginia	
	• Washington	

Red arrows indicate the navigation paths from the 'Units' menu to the 'Unit Directory' and from the 'View All Site Content' link to the 'Unit Directory'.



Navigating to a Unit Site: View All Site Content

4a. If you clicked, View All Site Content, **Click** the top level site the unit you are looking for is under

The screenshot shows the 'All Site Content' page of the Marine Corps Units website. The left sidebar contains links for 'View All Site Content', 'Unit Directory', 'Headquarters Marine Corps', and 'Recycle Bin'. The main content area lists various site libraries, including Document Libraries (Documents, Images, Pages), Picture Libraries, Lists (Sites, Tabs, Workflow Tasks), Discussion Boards, and Surveys. The right sidebar contains a 'View All Site Content' button, a 'Units' dropdown menu, and a list of units including 'Marine Corps Installations East', 'Marine Corps Base Camp LeJeune', 'Marine Corps Air Facility Quantico', 'Marine Corps Air Station Cherry Point', 'Marine Corps Air Station Beaufort', 'Marine Corps Air Station New River', 'Marine Corps Logistics Base Albany', and 'Blount Island'. A red arrow points from the 'View All Site Content' button in the left sidebar to the 'Units' dropdown menu in the right sidebar. Another red arrow points from the 'Units' dropdown menu to the 'Marine Corps Installations East' link in the list of units.

NOTE: This might take several levels of clicking down to get to the unit you want. Once there, Use your browser bookmark or favorites to get you there directly in the future



Navigating to a Unit Site: Unit Directory

4b. If you clicked, Unit Directory, **Click** the *Unit Type*, *Location*, or *Alphabetically*.

The screenshot shows the Marine Corps website with the 'Unit Directory' section highlighted. A red arrow points from the 'Unit Directory' link in the left sidebar to the 'Unit Type' list. Another red arrow points from the 'Marine Logistics Group' link in the 'Unit Type' list to a smaller inset window showing the 'Unit Type : Marine Logistics Group' page. A third red arrow points from the '4b. Click Unit from list' text box to the 'Marine Logistics Group' link in the 'Unit Type' list.

Unit Directory

Unit Type	Location	Alphabetically
<ul style="list-style-type: none"> • Artillery • Aviation • Bases and Stations • Detachments • Divisions • Expeditionary Units • Headquarters Agency • Infantry Units • Marine Logistics Group • Marine Forces • Recruiting Districts • Reserves • Training/Schools • Other Elements 	<ul style="list-style-type: none"> • Afghanistan • Africa • Arizona • California • District of Columbia • Europe • Florida • Georgia • Hawaii • Iraq • Japan • Kentucky • Korea • Louisiana • Maryland • Missouri • Nebraska • New York • North Carolina • Texas • Virginia • Washington 	<ul style="list-style-type: none"> • A-G • H-N • O-T • U-Z • 0-9

4b. Click Unit from list

Unit Type : Marine Logistics Group

- 2nd Marine Logistics Group
https://author.marines.mil/units/marforcom/imef/2ndmlg
- 2nd Maintenance Battalion
https://author.marines.mil/units/marforcom/imef/2ndmlg/2ndmainenance
- 8th Engineer Support Battalion
https://author.marines.mil/units/marforcom/imef/2ndmlg/8thengineer
- 1st Marine Logistics Group
https://author.marines.mil/units/marforpac/imef/1stlogistics
- 4th Marine Logistics Group
https://author.marines.mil/units/marforres/4thlogistics
- 3rd Marine Logistics Group
https://author.marines.mil/units/marforpac/imef/3rdlogistics

NOTE: Once there, Use your browser bookmark or favorites to get you there directly in the future



Creating a Site

1. Navigate to Site where subsite will be created

2. Click *View All Site Content*

A screenshot of the Marine Forces Korea website. The header features the Marine Corps logo and the text "MARINES THE FEW. THE PROUD.". Below the header is a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, and Marine Service. A breadcrumb trail reads "You are here: Home > Units > Marine Forces Korea". On the left side, there is a sidebar menu with the following items: "View All Site Content" (highlighted with a red box and a red arrow pointing to it), "Marine Forces Korea", "News", "Press Releases", "Photos", and "Kathy Test Site". The main content area displays a message: "This page is redirecting to https://www.marfork.usmc.mil/ in 5 seconds. To edit this URL, click here." and a link "Marine Forces Korea".




Creating a Site

3. Click *Create*




Home > Units > Marine Forces Korea > All Site Content

All Site Content

 **Create**

Name




Document Libraries

-  Documents
-  Images
-  Pages

Picture Libraries

There are no picture libraries. To create one, click **Create** above.

Lists

-  Links
-  Points of Contact
-  Workflow Tasks


Discussion Boards

There are no discussion boards. To create one, click **Create** above.


Surveys

There are no surveys. To create one, click **Create** above.

Sites and Workspaces

-  Kathy Test Site

Recycle Bin

-  Recycle Bin



Creating a Site

4. Click *Sites and Workspaces*

Libraries	Communications	Tracking	Custom Lists	Web Pages
<ul style="list-style-type: none">Document LibraryForm LibraryWiki Page LibraryPicture LibraryTranslation Management Library	<ul style="list-style-type: none">AnnouncementsContactsDiscussion Board	<ul style="list-style-type: none">LinksCalendarTasksProject TasksIssue TrackingSurvey	<ul style="list-style-type: none">Custom ListCustom List in Datasheet ViewLanguages and TranslatorsEvent ListStatesString Replacement ListImport Spreadsheet	<ul style="list-style-type: none">Basic PageWeb Part PageSites and WorkspacesPublishing Page



Creating a Site

Home > Units > Marine Forces Korea > Create > New SharePoint Site

New SharePoint Site

Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and access permissions.

5. Enter *Title and Description*

Title and Description

Type a title and description for your new site. The title will be displayed on each page in the site.

Title:

Test Site

Description:

This is a test site

6. Enter *URL Name*

Web Site Address

Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.

For example, <https://author.marines.mil/units/marfork/sitename>

URL name:

<https://author.marines.mil/units/marfork/> TestSite

Create

Cancel



Creating a Site

Template Selection



Select a template:

PublishingSiteTemplate

Unit Site Template

NOTE: Always use same permissions (inheritance) when first creating a site. This will add all the groups that need to be there even if you use unique permissions after you have created the site.

7. Select User Permissions

Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:

- ☒ Use same permissions as parent site
- ☐ Use unique permissions

NOTE: Always use the top link bar from the parent site

Navigation Inheritance

Specify whether this site shares the same top link bar as the parent. This setting may also determine the starting element of the breadcrumb.



Use the top link bar from the parent site?

- ☒ Yes
- ☐ No

8. Select Navigation Inheritance



Creating a Site

9. Determine Site Categories

Site Categories
Users can find your site listed in the site directory under a particular category. Select a category appropriate for your site.

☒ List this new site in the site directory

Unit Type:

- ☐ Artillery
- ☐ Aviation
- ☐ Bases and Stations
- ☐ Detachments
- ☒ Divisions
- ☐ Expeditionary Units
- ☐ Headquarters Agency
- ☐ Infantry Units
- ☐ Marine Logistics Group
- ☐ Marine Forces
- ☐ Recruiting Districts
- ☐ Reserves
- ☐ Training/Schools
- ☐ Other Elements

Location:

- ☐ Afghanistan
- ☐ Africa
- ☐ Arizona
- ☐ California
- ☐ District of Columbia
- ☐ Europe
- ☐ Florida
- ☐ Georgia
- ☐ Hawaii
- ☐ Iraq
- ☐ Japan
- ☐ Kentucky
- ☒ Korea
- ☐ Louisiana
- ☐ Maryland
- ☐ Missouri
- ☐ Nebraska
- ☐ New York
- ☐ North Carolina
- ☐ Oklahoma
- ☐ Rhode Island
- ☐ South Carolina
- ☐ Texas
- ☐ Virginia
- ☐ Washington

Create **Cancel**

10. Click Create